



## **WORKFORCE DEVELOPMENT COUNCIL**

317 W. Main Street  
Boise, ID 83735-0790

### **TRANSMITTAL # 1**

### **MEMORANDUM**

**January 14, 2003**

**TO:** Workforce Development Council

**FROM:** Allison McClintick, Labor Policy Advisor, Office of the Governor

**SUBJECT:** Incentive Awards – Business Services

**ACTION REQUESTED:** Approve Process for Distribution of Incentive Funds

### **BACKGROUND:**

Idaho was awarded \$975,500 in incentive grant awards under the Workforce Investment Act based on achieving performance standards in Adult Education, Carl Perkins and WIA Title I. The awards were created to support innovative workforce development and education activities that are authorized under Title I or Title II (The Adult Education and Family Literacy Act) of WIA, or under the Carl Perkins Act. As a condition of receiving the funds, the state was required to develop a proposal. The Workforce Development Council reviewed the application for incentive funds at its June, 2002 meeting. An option for improving business services was included among the proposed uses of these funds.

### **RECOMMENDATION:**

Staff recommends that funds earmarked for improving business services be made available to the local workforce investment areas to be used specifically for improving services to business. Staff recommends the following:

1. All funds not committed to other program areas will be distributed equally to each of the six workforce investment areas. It is estimated that between \$60,000 and \$70,000 will be available to each area specifically for improving business services. Additional funds may be made available to an area if they are not utilized in other workforce areas or required for other incentive projects.
2. Each local area will be required to develop a plan for the use of these funds for submission to a review panel comprised of representatives of the Governor's office, the Department of Labor, Department of Education and Division of Professional-Technical Education. Any issues arising from the review of such proposals that are not resolved on an informal basis between state and local staff will be forwarded to the Workforce Development Council for consideration.

3. Grant recipients of Carl Perkins, WIA Title I or Title II, the local Workforce Investment Board and One Stop Operators are eligible to receive funds. Proposals must be approved by the local *IdahoWorks* Board, and agreed to by representatives of the three programs.
4. Proposals should be submitted no later than February 28, 2003, be scheduled to begin operation by April 1, 2003 and conclude no later than April 30, 2004.
5. If proposals are not received or an area requests less than the full amount of funds, funds may be redistributed to other areas which can utilize the funds to improve services to business.
6. Proposals must meet the following criteria:
  - a. Funds must be used to improve services to business in the workforce area;
  - b. Services must be authorized under WIA Title I or Title II (ABE) or Carl Perkins;
  - c. As this is one time funding, proposals must be investment oriented; for example,
    - i. develop information useful to furthering positive relationships with the business community such as studies to identify workforce skill forecasts or business needs for one or more workforce services offered under any of the three programs;
    - ii. operate pilot projects offering services authorized under one of the three acts such as workplace literacy services, customized training in a classroom or on the job, one stop business account representative model; and/or
    - iii. procure/develop training or technology designed to enhance services to business customers.

These are provided as examples only and are not intended to be all inclusive of the types of proposals which could be considered.

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